I have found, however, that once students have established rigorous study habits and experienced the satisfaction of A's in their first few quizzes, they often don't want to ease up. Success is always the best motivator. The taste of that success is frequently just too much to give up. As students build their confidence, their higher education actually becomes fun and they take pride in their newly earned accomplishments.

- Begin the semester with a two-week full-scale attack.

6. Be There.

Never miss a class. Few rules of educational success are as simple and yet so critical.

This is reflected in my own teaching records over the past several years. In reviewing the performance of 800 "A" and "C" students in my classes, I discovered that the "A" students, on the average, missed less than one class per 45-class semester. While the "C" students missed more than four classes over the same period. In plain terms, these "C" students deducted from three to five points toward getting an "A" for each class session they missed.

Also, keep in mind that the first and last minutes of each class are the two most important periods of the teaching hour. Don't be surprised by a test the next day because you missed an announcement during those important minutes. If you miss class, get someone's notes.

- Never miss a class.
- Don't be late.
- Don't leave early.

7. Extra Credit is Not Extra Credit.

Never miss extra credit work.

We've come to look at extra credit as just that – extra. But in reality it is not extra at all if everyone is given the opportunity to do it. And it is often the only difference between an "A" and a "B." I've seen it make that difference in the final grade of a student, for better or worse, more times than I can count.

So, make it a habit to complete those small extra projects routinely along with any other assigned work.

- Always do the extra credit work.